

MEDICAL OFFICE EMERGENCY PLAN PROGRAM

I. RESPONSIBILITIES

The responsibilities of the Medical Office in the emergency Plan Program are to:

- A. Provide medical care as feasible to Agency personnel at the decontamination site and the relocation center.
- B. Maintain the Medical Office functions with the least amount of interruption.
- C. Train designated personnel in the technical aspects of their emergency duties as given below:
 1. The operation and use of radiation detection instruments.
 2. The maintenance of such instruments.
 3. The establishment and maintenance of a decontamination center.
 4. The aspects of atomic and general first aid.
- D. Provide professional guidance as to necessary medical supplies, storage, item identity, etc.

II. MEDICAL OFFICE EMERGENCY FORCE

- A. All Medical Office personnel not specifically designated Emergency Plan medical personnel will conform to the instructions issued for all Agency personnel in the event of a disaster.
- B. The following Medical Office personnel are designated as members of the Medical Office Emergency Force and are grouped into the following units:

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Unit A

Unit B

Unit C

25X1A9a

Mr.
Dr.
Mr.
Mr.
Mr.
Mr.
Mr.

Dr. Tietjen

Mr.
Dr.
Miss

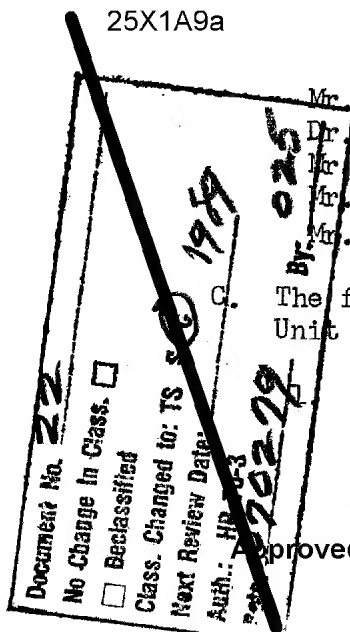
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Dr.
Mr.
Mr.
Mrs

- C. The first named individual of each unit is appointed Unit Leader. Unit Leaders are responsible for the following:

If possible, at least one member of each Unit will regularly have a car available at or near the Agency. At any rate, each Unit Leader should know beforehand exactly what transportation will be available for his unit.

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2. Each Unit Leader will select two places for the assembly of his Unit should an emergency occur during business hours:
 - a. One for use in case of ample warning.
 - b. One for use in the event of no warning and after it is safe to move.
 3. The Group Leader will be alerted from Headquarters and in turn will alert their Unit Leaders. The Unit Leaders will then notify each member of his Unit. Possibly there may not be time for this formal alerting, in which case all will go into action upon hearing Civil Defense "Red Alert", which is one three-minute warbling signal or a series of short blasts from sirens, horns or whistles. This instruction applies day or night.
 4. Each Unit Leader should carry with him at all times the names, addresses and telephone numbers of the members of his Unit.
 5. Each Group Leader will brief his Group once a month, either by talking to his entire group or briefing his Unit Leaders and having them in turn brief their men. This is to make certain that the written instructions which the Group Leaders will distribute to their men, and which are to be destroyed after reading and memorizing, are not forgotten.
- D. Subject to the discretion of the Unit Leaders, the following plan will be followed in the event of adequate warning:
1. Unit A will report and evacuate via Mr. []'s or Mr. []'s car. 25X1A9a
 2. Unit B will evacuate via Dr. Tietjen's or Dr. []'s car. 25X1A9a
Alternate arrangements should be made by the Unit Leader to provide transportation for his group should he be absent.
 3. Unit C will evacuate via Dr. []'s or Mr. []'s car. 25X1A9a
- E. In the event of no warning, the instructions in paragraph 2. will be followed after release is obtained from evacuation officer.
- F. In the event of no warning, Dr. [] and Mrs. [] are to report to decontamination center upon release by evacuation officer. This group will evacuate via Dr. []. 25X1A9a

- 25X1A9a G. Dr. [] are familiar with the route to decontamination center and to [] 25X1A6a
It is the responsibility of each member of the Medical Office to learn the routes to the decontamination center and to [] 25X1A6a
- 25X1A6a [] as soon as possible. Any of the above persons would be pleased to assist you.
- H. It should be remembered that with no warning, Memorial and Key Bridges will probably not be available for evacuation. Chain Bridge may not be available. It is considered advisable for you to consult maps to learn alternate routes, such as via Point of Rocks Bridge northwest of Washington or Potomac River Bridge down river from Washington.
- I. In the event that it is impossible to follow these instructions, further orders are given under "Instructions to Emergency Force".
1. Proceed to places of shelter in the same manner as other members of CIA.
 2. Remain in places of shelter until White Alert has been signaled. Then proceed according to plan.
- J. The Medical Office Emergency Force will train personnel designated by the Director of Security as members of the security patrols in:
1. The operation of radiation detection instruments.
 2. The correct methods of survey work.
 3. Decontamination procedures.
 4. The methods of protecting personnel from radiation hazards.
- K. The Medical Office will assemble six surveying kits, consisting Of:
1. 1 Geiger-Muller survey meter with headphones, carrying strap
Serial numbers 663, 733, 687, 595, 802, 662
 2. 1 Ionization chamber survey meter
Serial numbers 378, 335, 389, 405, 355, 443
 3. 1 pocket radiac
Serial numbers 302, 303, 293, 295, 297, 294
 4. 3 pocket chambers
 5. 1 battery operated minometer
 6. 1 spare Geiger-Muller tube, TGC-4A or TGC-5

7. 3 pairs cloth gloves
8. 3 pairs coveralls
9. 3 gauze masks and goggles
10. 3 pairs rubber type artics
11. 3 Army fatigue caps
12. 1 flashlight
13. 1 logbook with pencils
14. 1 clipboard
15. 1 pack radiation hazard tags
16. 1 first aid kit
17. Maps of indoor and/or outdoor areas involved.

L. The number of trained personnel comprising a survey team should be three per team.

M. The Medical Office will store and maintain all radiation detection equipment and its component parts.

1. Equipment stored at Headquarters as components of the survey kits:

- ✓ a. 6 Geiger-Muller survey meters
(See II, K, 1 for serial numbers)
- ✓ b. 6 ionization chamber survey meters
(See II, K, 2 for serial numbers)
- ✓ c. 6 pocket radiacs
(See II, K, 3 for serial numbers)
- ✓ d. 18 pocket chambers
- ✓ e. 6 minometers (battery operated)
- ✓ f. 5 spare Geiger-Muller tubes, TCG-4A or TCG-5

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2. Equipment stored at as components of the decontamination center:

- ✓ a. 12 Geiger-Muller survey meters with headphones, carrying strap, Serial numbers 684, 768, 517, 703, 722, 654, 670, 617, 466, 700, 581, 739

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- b. 3 ionization chamber survey meters
Serial numbers 412, 374, 6018
- c. 30 pocket chambers
- d. 2 pocket radiacs, Serial numbers 296, 299
- e. 2 minometers
- f. 1 alpha scintillation probe
- g. 1 laboratory monitor

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3. Equipment stored at as components of the radiation laboratory:
- a. 2 laboratory scalars
 - b. 2 scaler carts
 - c. 1 sample holder and tube mount
 - d. 7 reference sources
 - e. 6 TGC-1 Geiger tubes
 - f. 6 TGC-2 Geiger tubes
 - g. 1 sample storage cabinet
 - h. 1 set calibrated absorbers
 - i. 3 sets planchets
 - j. Pyrex ashing dishes
 - k. Brass rings and discs
 - l. 1 P-6, short lead shield
 - m. 1 P-7, long lead shield
 - n. 1 remote pipetting device
 - o. 1 Lawritzen electroscope
 - p. 8 Geiger-Muller survey meters
Serial numbers 851, 632, 777, 825, 798, 468, 577, 596
 - q. 5 minometers
 - r. 22 pocket chambers

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- s. 6 ionization chamber survey meters
Serial numbers 386, 399, 357, 343, 382, 5923
- t. 860 film badges
- u. 2 pocket radiacs
Serial numbers 301, ?
- v. 6 spare Geiger-Muller tubes, TGC-4A or TGC-5
- w. Spare batteries for instruments
- 4. All radiation detection instruments will be maintained on a monthly basis by an electronics engineer available to the Medical Office from the staff of the [REDACTED] 25X1A6a
- N. The Medical Office will assemble and maintain the equipment required to establish a decontamination center:
 - 1. Under the supervision of the Resident Manager of the [REDACTED] 25X1A6a
 - 2. Utilizing the staff personnel of the [REDACTED] 25X1A6a as designated by the Resident Manager.
- O. The Medical Office will train designated personnel in the aspects of atomic and general first aid, utilizing a series of lectures, films and demonstrations.

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